

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PARK AND RECREATION SUPERVISOR

JOB DESCRIPTION

Employees in this job function as supervisors at parks, sub-units, recreation areas, or field offices, supervising permanent and/or seasonal Park and Recreation Rangers, equipment operators, janitors, laborers, and state workers. The combined total of subordinate staff hours must equate to at least two full-time positions, working at least eight months a year. The employee, under general or administrative supervision, works within general methods and procedures, and exercises considerable independent judgment in selecting the proper courses of action. The work requires knowledge of the policies, procedures, and regulations of the Department of Natural Resources' parks and recreations programs, and some knowledge of supervisory techniques and personnel policies and procedures.

There are two classifications in this job.

Position Code Title – Park and Recreation Supervisor-1

Park and Recreation Supervisor 9

The employee serves as a first-line supervisor at a park or a sub-unit, recreation area, or field office.

Position Code Title – Park and Recreation Supervisor-2

Park and Recreation Supervisor 10

The employee serves as a first-line supervisor at a complex park, sub-unit, recreation area, or field office. Complexity is determined through the application of an agreement reached between the Department of Civil Service and the Department of Natural Resources

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

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Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Manages or assists in the management and operation of a state park, recreation area, or field office.

Directs parks and boating activities, special maintenance, and minor construction projects using knowledge of the proper and safe use of personal tools and equipment.

Identifies, establishes and oversees the units' safety program to ensure compliance with legal mandated safety regulations.

Detects safety risks and hazards to users and employees and devises corrective measures.

Serves as a sub-unit supervisor responsible for the independent operation of a park, recreation area or field office, and may have responsibility for multiple sub-unit operations.

Directs and participates in the sub-unit's patrol activities to prevent and/or correct violations of park and recreation or department rules.

Accounts for entrance fees, camping receipts, concession revenue, etc., and prepares necessary financial reports.

Establishes unit emergency response procedures and responds to emergencies related to accidents, injuries, or threats to control the facility.

Serves as a commissioned park and recreation enforcement officer and may assist conservation officers or other law enforcement officers on division administered property.

Identifies malfunction (trouble shoots) in power equipment, heating and cooling equipment, electrical systems, plumbing and drainage, and decides course of action to complete repairs.

Coordinates and assists in the recruitment, hiring, and training of candidates for employment programs.

Prepares or assists in the preparation of the budget requests.

Directs and coordinates maintenance of boat launch ramps, parking lots, toilets, landscaping, land-clearing, and other related operations at harbors and public access sites in a geographical area.

Contacts local government authorities in order to coordinate work efforts and solve problems that may arise from the public.

Maintains inventory on equipment, supplies, and materials and requisitions supplies and materials.

Directs the maintenance and care of assigned equipment and instructs subordinates in the proper use of such equipment.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 9-level and thorough knowledge is required at the 10 level.

Knowledge of Department of Natural Resources' rules, regulations, policies, and procedures pertaining to the operation and management of division lands and facilities.

Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.

Knowledge of methods and techniques used in building construction activities.

Knowledge of training and supervisory techniques and employee policies and procedures.

Knowledge of equal employment opportunity and affirmative action practices relative to personnel actions.

Knowledge of labor relations and applicable union contracts.

Ability to instruct, direct, and evaluate employees.

Ability to schedule work projects.

Ability to evaluate and implement changes in programs.

Ability to organize, evaluate, and present information effectively, both orally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to climb ladders.

The job duties require an employee to walk for extended periods.

The job duties require an employee to stand for long periods.

The job duties require an employee to handle the physical demands of the work including lifting and restraining patients.

The job duties require an employee to move heavy objects.

The job duties require an employee to traverse rough terrain.

Some jobs require an employee to travel.

Education

Educational level typically acquired through completion of high school.

Experience

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One year of experience as a Park and Recreation Ranger 9.

OR

Two years of experience as a Park and Recreation Ranger E8.

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OR

One year of equivalent nonstate park or recreation experience.

Park and Recreation Supervisor 10

One year of experience as a Park & Recreation Supervisor 9.

OR

Two years of experience as a Park and Recreation Ranger 9.

OR

One year of equivalent nonstate park or recreation experience.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

Some positions may require certification by the Department of Natural Resources' Park and Recreation Enforcement Commission.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
PARRECSPV	Park and Recreation Supervisor

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Park and Recreation Supervisor-1	PARKSPV1	NERE-051
Park and Recreation Supervisor-2	PARKSPV2	NERE-052